

Once you have got that all-important interview, you need to make sure you're prepared. The following tips may help you:

- phone to thank them for offering you an interview and tell them you will be attending
- if you can't work out where the company is, phone up and ask for directions
- check bus and train timetables and street maps to make sure you know how to get there, and do a practise run if you don't know the area
- on the day give yourself plenty of time, get an earlier bus/train, in case of hold-ups. Make sure you present yourself well – wear smart clothes, polished shoes etc. and smile!
- take a list of questions you would like to ask about the job or company
- keep a pen handy to take notes
- take a copy of your CV
- take anything else which may help, supporting statements or references, any exam certificates or profiles, school reports
- keep a copy of your application form and read it before you go to the interview
- find out as much as you can beforehand about the company, it will help to boost your confidence and may be very useful when you are talking to the interviewer – check the company website
- listen carefully to any questions which are asked and answer as fully as you can. Lots of companies these days are asking questions which need you to demonstrate how you have overcome a problem or achieved something, so try to think beforehand of any examples you can use.

Remember – an interview is as much a chance for you to see if you like the company as it is for them to see if they like you!

Assessments

Sometimes in an interview, you will be asked to take a test – don't worry, you will be told about this before the date of your interview, so you have plenty of time to prepare!

There are several types of test as follows:

Presentations – the employer will give you a title and ask you to present to them for a set amount of time. Do your research and make sure you know it well, so you are fully prepared and relaxed.

Aptitude Tests – these are timed tests, generally under exam conditions. The tests often check numeracy and literacy and are designed to assess how logically you think. Your school/college will probably have some tests for you to practise with.

Group Activities – a number of candidates for the same job will be asked to work together to complete a task, maybe do a presentation or a role play. This helps the company see how you work with other people.



Useful websites:

- <https://nextstep.direct.gov.uk/gettingajob/Applicationsandinterviews>
- www.thesite.org/workandstudy/gettingajob
- www.direct.gov.uk/en/YoungPeople/Workandcareers/Gettingyourfirstjob